

Business Office Update

To: Jeanne Durkin, Superintendent
From: Billie Jo Turner, Assistant Superintendent
RE: Business Office Update
Date: March 29, 2019

The Business Office has the following updates:

1) **Financial Audit findings:**

Two findings for the School Department were listed in the Schedule of Expenditures of Federal Awards (draft) prepared by Powers and Sullivan during the City of Lowell audit for year ended June 30, 2018. These included both over expending (via holding back bills for payment) and the overcharging of the school lunch program revolving fund. These issues were previously identified during our in-house review of the budget and during the Forensic Audit. When this Schedule is submitted to the Federal Audit Clearing House, Corrective Action Plans from the City or Department must be attached to document the steps taken to correct the findings. Attachment 1 addressed the Food Service issue with overcharging the revolving accounts. The first section of the Corrective Action Plan lists standard language by Powers and Sullivan identifying the issue. The bolded section under the **Views of Responsible Officials** is Lowell Public School's response. This response includes the Memo to DESE regarding the Food Service repayment plan. Attachment 2 addressed the bad bill issue. The auditors described this as an issue with over expending our budget FY17/18 budget. Again, our CAP is listed under the **Views of Responsible Officials** along with attachments including bad bill spreadsheets (original and modified) and correspondence with schools to ensure compliance and to avoid spending issues.

2) **Food Service:**

Attachment 3 includes the most recent Weekly Updates from Aramark for your review. Each gives a brief update of Food Service activities for that particular week.

3) **Budget Updates:**

- a. Facilities Review – It has been complicated tracking Facilities expenses due to the various funding sources including the emergency use of the Hurricane Relief last summer, general fund and Use of Facilities. With the costs, the data is piecemeal. In addition, these accounts were already reduced during the original budget period and then faced additional strain when the funds are not available for use. The use of offsets as a funding source has created problems that require us to closely monitor these accounts for cash issues. During our in-house budget review and the Forensic Audit, we learned that the Facilities budget was funded with “offsets” to revolving accounts. One offset was for \$500k despite the historical revolving account balance being \$300k. Despite this not

Saturday, March 30, 2019

being an acceptable practice at all, we only reduced the offset to \$200k since a full removal of the offset would have required even deeper cuts. Unfortunately, we are facing exactly why we are not supposed to budget using “hoped for” dollars. Despite the budget having an approved dollar value listed to cover Facility budget accounts, the actual “use of facility” cash balance doesn’t support the cost/offset. We met with the Director of Facilities to review the year to date spending in addition to anticipated costs for the remainder of the year. With the accounts that are expected to have insufficient balances, we identified temporary solutions to get through the year. We have cancelled purchase orders to free up funds to pay for expenses that are unavoidable and necessary. For example, we had to reduce our custodial supply purchase order which was already insufficient to pay for brakes on our courier van. Other solutions identified include buying only half of the products needed for our summer cleaning to “start” the projects since we cannot afford the full cost. We will make the additional purchases on July 1st.

- b. Transportation numbers continue to climb per Attachment 4 provided by the Transportation Office. Since December, our In District Special Ed students transported increase by 80. Our Out of District numbers increased by 18 and Homeless students have increased by 49 since then. It was explained that we are not projecting a cost increase yet despite these numbers since 1) local students have been absorbed onto current routes, some OOD students are counted in our numbers but not our fiscal responsibility until the new fiscal year and the homeless increased costs are projected to have reimbursement offsets.
- c. The year to date numbers with Sick Leave Buy Back/Retirement reflect 36 employees paid already with 23 remaining. The projected year end actuals are projected to reach approximately \$1,505,336 resulting in a deficit of \$405,000 in this account. This number could decrease if employees choose to spread their buyouts between two years or increase if additional retirees have sick leave available. Please see Attachment 5. On March 20, we had over 30 more potential retirees attend our second Retirement Workshop.
- d. Based on projections completed this week, we face shortages in the facility accounts due to unavailable cash in the Use of Facility accounts, day to day substitute use, costs for staff searches and covering approximately \$150,000 of Bad Bills if the City doesn’t assist. These projected deficits will be offset using \$411,852 in additional Hurricane Relief funds issued in March 2019 by DESE. Per Attachment 6, these funds were an adjustment to our Chapter 70 for displaced students from Puerto Rico currently attending LPS. Fortunately, we can confidently project to receive this full amount since the State has treated the funds as a grant which means direct access for LPS. Though these funds can be transferred to FY20, it is highly unlikely we will have anything left with the deficits we face. Other options include enforcing the unavoidable limits with substitute coverage. We are also going to review the two year grants to see if we can amend to NOT include MTRS staff which will free up the 9% required fee imposed. By writing the grants with non-MTRS staff, we instantly increase our access to funds by the 9% of salary fee.

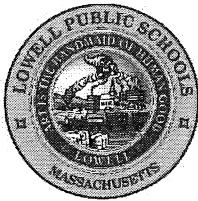
Please see summary below:

\$(200,000.00)	Loss of Use of Facility Offsets
\$411,852.00	Additional Hurricane Relief
\$(258,000.00)	Projected Shortage on Subs
\$(25,000.00)	Costs for staff searches
\$(405,000.00)	Projected Shortage on Sick Leave Buy Back
\$100,000.00	Possible Savings on Tutors due to possible grant coverage
\$(150,000.00)	Bad Bills if not covered by City

\$(526,148.00)

4) Miscellaneous Updates:

- a. Chief Human Resource Officer search: We had a screening committee consisting of a Principal from each level, parent, union representatives, Director of Special Education and a community member interview three candidates this past week. We will have a second day of first interviews before the screening committee recommends the finalists.
- b. We are considering new photocopier services. Three companies have been invited in to offer quotes and suggestions. We are hoping that welcoming competition will offer us some savings. The annual purchase plan that allowed us to rotate the new machines with free copies and service into high volume areas was stopped or minimized over the last few years so it would require an investment that we cannot afford to get us to where we should be with this basic service that schools need desperately. Researching our options with other companies will at least ensure we are getting the best deal during these fiscally challenged years.



CORRECTIVE ACTION PLAN

The City of Lowell, Massachusetts respectfully submits the following corrective action plan for the year ended June 30, 2018.

Name and address of the independent public accounting firm:

Powers and Sullivan, LLC
100 Quannapowitt Parkway, Suite 101
Wakefield, MA 01880

Audit Period: 7/1/17-6/30/18

The finding from the June 30, 2018 schedule of findings and questioned costs is discussed below. The finding is numbered consistently with the number assigned in the schedule.

FINDINGS – Major Federal Award Programs

2018-002: Material Weakness – Child Nutrition Cluster

Condition and Criteria: The City used an indirect cost rate which was higher than the cost rate approved by the cognizant agency, Department of Elementary and Secondary Education (DESE). The approved cost rate was 11.89% for the fiscal year under audit. Further, a higher rate was also used for the 2016-2017 and 2018-2019 school year.

Context: The City has charged additional costs to the food service revolving fund which were not allowable.

Effect: The City is not in compliance with the grant requirements.

Cause: Lack of controls in place to ensure the indirect costs were appropriate and approved by the cognizant agency.

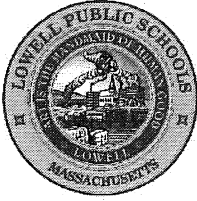
Questioned Costs: \$1,122,685 for the 2017-2018 school year.

Auditor's Recommendation: We recommend that the City implement procedures to ensure compliance with this grant requirement for future years. Further, we recommend the City ensure the unallowable costs are recovered by the food service revolving fund for the year under audit, and the other years indicated in DESE's review.

Views of Responsible Officials:

Per the attached memo to DESE, previous errors made with food service charges have resulted in overuse of offsets to the revolving food service account which requires repayment. The DESE agreed that LPS could repay or correct this error by reducing the future year offsets to allow the cash balance to grow to a healthy balance. Starting in FY19/20, we will reduce the allowed offsets by at least one fourth of the \$2.1 million.

Attachment 1



To: Peter McLoughlin
 From: Billie Jo Turner, Assistant Superintendent
 RE: *Summary of Internal Review of Food Service Offsets*
 Date: October 18, 2018

Per our discussion earlier this morning, I am summarizing our projection of the impact of the food service errors on our fund balance for your review. Please see below:

	<u>Charged</u>	<u>Indirect Allowed</u>	<u>Direct Allowed</u>	<u>Amount Owed Back</u>
FY16/17	\$1,534,271	\$548,384	\$0	\$ 985,886
FY17/18	\$1,730,060	\$607,734	\$0	\$1,122,685
FY18/19	\$1,597,303	\$643,460	\$621,556	\$ 332,287 (revising budget)

Through the FY16/17 Administrative Review, it has already been established that the Indirect Cost Allowed should have only been \$548,384 (based on the approved indirect cost rate of 10.86%) resulting in \$985,886 overcharged and now owed back to the Food Service Revolving Account.

We followed the DESE methodology with our corrections for the FY17/18 and FY18/19 school years. The Direct Cost Base for FY17/18 was \$5,108,278 (after reducing food and equipment). In our corrected calculation, we did not include paraprofessional salaries in the Direct Cost Base since we had not implemented the accountability stipulations yet. We used the Indirect Cost rate of 11.89% to determine the allowed \$607,734 in allowed Indirect Cost charges. Since we actually charged \$1,730,060 against the Food Service account, we owe back \$1,122,685 to the Food Service Revolving Account.

The FY18/19 Approved Budget includes \$1,597,303 in Food Service Offsets. We are revising this budgeted amount due to the findings of the FY16/17 Administrative Review by following the DESE methodology. Since we don't have a final Direct Cost Base for this year yet, we used last year's Direct Cost Base of \$5,108,278 with an addition of \$621,556 since we will now be allowed to charge the paraprofessionals as a direct charge. This increases the Direct Cost Base to \$5,729,834. Applying the approved Indirect Cost Rate of 11.23% to this estimated Direct Cost Base gives us our budgeted Allowed Indirect Cost of \$643,460.

Per your concern that LPS faces the critical risk of not having enough money in our Food Service Revolving account to cover our bills this fiscal year, I am projecting out the historical timing of

purchases and reimbursements to reduce this risk through scheduling adjustments. In addition, rather than completing direct charges to the Food Service account for the Paraprofessionals and Indirect Costs, we will do a quarterly expenditure transfer. This will allow the costs to hit the General Fund temporarily until the quarterly transfers occur and reduce our risk of not having enough cash to cover our operating bills.

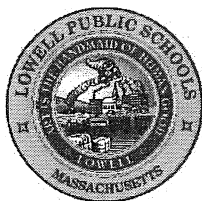
We understand the DESE's concern that taking years to repay the \$2.1 million leaves us in the precarious situation of not having enough funds in our revolving account to cover bills or unanticipated costs. As explained to you earlier today, Lowell Public Schools is facing a \$4.6 million deficit even after using the full direct and indirect cost charge offs to Food Service for FY18-19. This is why we requested to start the repayment plan in FY19/20. Delaying the inevitable repayment is not our intent. The mid-year reduction of \$4.6 million will have a crippling effect already and our request is simply to minimize this damage. If we are allowed to start the repayment in FY19/20, we will still face shortages due to this repayment but will have sufficient time to adequately plan to alleviate the impact to instruction. In summary, we propose a four year repayment plan that will start in FY19/20 and will be paid through the reduction of our Indirect Cost charges to replenish the fund. The amount will be at least one fourth of the total but we will increase the payback amount if budget conditions allow this.

With the estimates above, I project that we will owe the Food Service Revolving Fund back \$2,108,571.

From my understanding, we must do the following:

- Modify our existing budget to reflect the allowed offsets using the correct methodology
- Charge paraprofessionals as a Direct Cost with proper tracking now that we have DESE's approval to do so
- Maintain records tracking paraprofessional timesheets (etc) in our Food Service Reconciliation binder for Administrative Reviews
- Prepare Indirect Transfers using the approved Indirect Cost Rate with back up documentation
- Reduce Transfers per the Approved Pay Back Plan with a Memo outlining such for documentation purposes that will be kept in our Food Service Reconciliation Binder. This memo would document our Direct Cost Base, approved Indirect Cost Rate, Allowed Indirect Costs along with the reduction for repayment. The documentation would clearly show the allowed amount of offsets to the Food Service Revolving Fund less the repayment portion along with the remaining amount owed. Each subsequent year, we would follow the same process to document this repayment plan.

I hope this summarizes the plan discussed. Please let me know if any changes need to be made.



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The finding from the June 30, 2018 schedule of findings and questioned costs is discussed below. The finding is numbered consistently with the number assigned in the schedule.

FINDINGS – FINANCIAL STATEMENTS AUDIT

2018-001: Material Weakness – School Budget Over Expenditures

Condition and Criteria: The City's School Department has consistently had issues in meeting their net school spending. As a result, the School Department should have implemented controls over the years to properly monitor and track their budgeted versus actual expenditures to help with the determination of net school spending, but also to assist in allowing the School's finance team to monitor the budget and be able to identify situations that could occur causing the School to miss bill payments or overspend their overall budget.

During 2018 the Assistant Superintendent of Finance left the District at which time invoices were discovered that should have been paid in fiscal 2018. This resulted in the School hiring a consulting firm to complete a forensic review of School finances for the year ended June 30, 2018.

The forensic review report noted \$1,431,206 of food service bills for April, May and June of 2018 that remained unpaid and accrued at June 30, 2018. These bills would have caused the fund to go into a deficit position of \$776,000. There was also approximately \$200,000 of invoices that relate to the School general fund operating budget that were not recorded. This would have caused a budgetary deficit in the education line item of the City's budget.

We have concluded that School management intentionally withheld food service and general fund invoices during 2018 with the intent to charge the expenditures to the 2019 budget.

The cumulative effect of the School Department intentionally hiding invoices ends with the general fund education line and the food service fund being over expended at the end of 2018. The general fund education line is approximately \$214,000 overspent and the food service fund is in a deficit of approximately \$776,000.

Attachment 2

The consulting firm's report also mentioned that the School Department has been charging inflated indirect costs to the food service program. A similar situation occurred in 2016 and was highlighted in the City's management letter. The School continues to use inflated indirect cost allocations to charge budget items to the food service program and has not had the indirect plan approved by the Massachusetts Department of Elementary and Secondary Education.

Effect: The City is at risk of inaccurate financial reporting for not identifying errors or irregularities in the food service program. Adjustments have been made to the City's 2018 financial statements to properly record the invoices identified that relate to 2018.

Cause: We believe the above constitutes a material weakness in the School's system of internal controls.

Questioned Costs: n/a

Auditor's Recommendation: We recommend that the City implement procedures to strengthen controls to provide reasonable assurances that expenditures are properly reported in the City's financial records and in the proper period. This would include a process for the School Department to address any future operating deficits by implementing a budgetary plan to reduce expenditures to amounts available to them through the general fund appropriation or other funding sources.

We also recommend that the School work with City finance personnel and develop an indirect cost allocation plan that can be approved by the Massachusetts Department of Elementary and Secondary Education.

Finally, the City may want to reach out to the Commonwealth of Massachusetts Bureau of Accounts who provides oversight on financial issues related to all Mass cities and towns. They could assist the City in determining the best way to handle the education line item and fund balance deficit.

Views of Responsible Officials:

Both the overcharging of the food service revolving account and the hold back of bills have been addressed. An arrangement has been made and approved by DESE to repay the excessive charges to the Food Service account by reducing future offsets. Since revolving accounts need healthy balances to support our cash outflow, the School Department intends to maximize the pay back through minimal use of the offsets.

Paying the FY17/18 bills using the School's FY18/19 budget has done its part with crippling the financial operations of LPS this year. Having no recourse, school funds meant for FY18/19 operations have been used to pay obligations from FY17/18. The full list of FY17/18 liabilities discovered was submitted to the City CFO with a request for the City Council's authorization. LPS included both contractual (eg. unpaid stipends and other CBA contract costs) and bills owed to vendors. We included items that were paid prior to City Council authorization to ensure full transparency. After research by the City CFO, it was determined that the Bad Bill vote should only include unpaid liabilities to vendors. The attached spreadsheet shows the full list of discovered bills from FY17/18. All bills from previous years will be brought to the City Council's attention per MGL Ch44 S64. We will ensure this does not happen under the new administration by implementing controls such as early review of open purchase orders with active communication with vendors for early submission of bills. In addition, per the attached reminder to all schools, we will send out periodic reminders to ensure that purchases are made following Chapter 30b for both accountability and timeliness.

Tracking of Bad Bill/Insufficient Account:

General Fund

Madison Security	\$ 1,381.50
Watermark	\$ 4,432.50
Motion Elevator	\$ 3,000.00
AV Lab	\$ 1,988.00
Salem School District	\$ 17,112.99
Van Pool Transportation	\$ 5,817.00
Manchester School District	\$ 4,623.84
Johnston Controls (Pyne)	\$ 3,906.21
Scholastic	\$ 326.96
Post Office Lock	\$ 18.85
Pasek	\$ 363.55
WB Mason	\$ 7,425.00
Ricoh	\$ 13,765.35
	<u>\$ 64,161.75 ***</u>

***Original submission included all FY17/18 bills/liabilities that were paid using FY18/19 funds prior to authorization and thus still unpaid. These were submitted to City CFO based on my interpretation of MGL Ch44 S64. After research on the CFO's end, he concluded that we do not need to add these paid items despite the lack of authorization. Only unpaid bills should be included.

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***Also removed two bills that did not have adequate backup documentation. After vendor submits

Other FY17/18 bills requiring payment with FY18/19 funds submitted to the City:

Aramark Bills Held	\$	1,431,206.00
Accept Ed Collaborative	\$	1,881.00
Medford Electronics	\$	2,181.00
Robert Kennedy Children's Actions Corp	\$	4,354.00
UTEC	\$	4,860.00
Hummingbird	\$	3,325.00
Verizon/Tmobile	\$	1,434.65
Kopelman and Paige	\$	7,055.02
Out of State Reimbursements	\$	2,653.35
Course Reimbursements for FY17/18	\$	33,379.00
Travel	\$	383.06
PJ Systems/Blackboard	\$	77,250.00
Angkor Dance	\$	2,700.00
Article 16 Payments	\$	35,553.98
Marching Band Stipends (Spring 18)	\$	1,320.00
Paul Schilitman	\$	4,410.00
Honeywell International	\$	16,783.32
Bertos Nominee Realty Trust	\$	1,500.00
Mfay Interpretation	\$	436.60
Demoulas (Lincoln School)	\$	83.18
	\$	201,543.16

Turner, Billie Jo

From: Turner, Billie Jo
Sent: Thursday, March 28, 2019 3:54 PM
To: All Principals and Assistants Mail; School Clerks Elem-Midd Mail; Admin Building Large Mail; Lezenski, David; Correa, Carla; Rhoads, Michelle; Howe, Roxane; Shattuck, Charlene; Durkin, Jeannine; Kelleher-Roy, Jaclyn; Ryan, Kelly
Subject: Important Reminder - Purchasing Procedures
Attachments: PO process reminder.docx; PurchasingManual 2018.doc

Hello all,

We have a major issue that must be addressed. In the past, emails have been sent reminding everyone of the **state mandated protocol** for purchasing (e.g. getting quotes before entering a requisition, having a purchase order before work is done, etc.). Despite the reminders, violations still occur. **Due to recent audits findings, we now have to hold people accountable when the purchasing rules are not followed** to ensure that we don't have "repeat findings." We face reprimand ourselves when rules are bent to fix the mistakes made. Please know that the City Auditor and LPS are simply following the law – not trying to be difficult- when we reject or refuse payments for transactions that were not done the right way. Even though most do comply, this is being sent to everyone simply to emphasize the importance of enforcing the Chapter 30 laws.

Please follow the process below to ensure compliance:

- Make sure you have funds by reviewing your available balances in Munis
- Request a quote for the materials/service
- Create the Requisition in Munis
- The Requisition will be approved and converted into a Purchase Order
- Receive the goods/service
- Receive and submit the invoice for payment
- Payment is processed and the PO is closed

An excerpt from past reminders from Jacki is listed below for your convenience.

Please know that this may seem rude/harsh when that is not the tone or intention. We are simply trying to avoid further issues.

Thanks in advance for your cooperation.
Billie Jo Turner

EXCERPT:

When you are submitting requisitions, please make sure to pay attention to the following:

1. If you are using a new vendor, you must attach a w-9 and enter the temporary vendor number for the Purchasing Dept. (001). **DO NOT LEAVE THE VENDOR INFORMATION BLANK.**
2. I'm seeing a lot of vague descriptions where there should be detail on orders. There are two fields for descriptions. The "general description" field can be vague. (i.e. classroom supplies, student activities, library books, etc.) The line detail description is what prints out on the PO and is sent to the vendor. This is where you enter the detailed information. If you are ordering a single item, this is where you would enter the title and ISBN of a specific book or the item number and description of a particular supply. An unwritten rule we have followed for many years is, if you have up to five (5) items, submit a line for each item with the details. **DO NOT SAY "SEE ATTACHED"** for less than five (5) items. If you are ordering more than

five (5) please request a quote and note "Please see attached quote # 234" in the detailed description. (ALL School Specialty orders should list the cart numbers in the detailed description, not a staff person's name.) ANY time you are saying "per attached", "see attached" you should be listing a reference number of some sort. There are instances where the vendor will receive the PO and not have an attachment. With a general description of "school supplies", they are not going to know what to fulfill. Also note, a cart is not a quote.

3. Make sure to add shipping and handling. If you aren't sure if a vendor charges S&H, call the vendor or look them up online. This is where a quote comes in handy. Carts do not always have shipping costs associated with them when you print them online, a quote leaves little to no room for error in dollar amounts.
4. **DO NOT USE AN INVOICE TO CREATE A PO.** You should not have an invoice without a purchase order.

A few other general reminders:

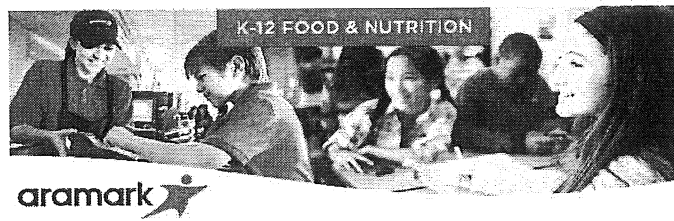
1. **DO NOT COMPLETE/APPROVE ORDERS FOR MATERIALS OR SERVICES WITHOUT A PO IN PLACE.** It is illegal to receive services or materials without/prior to a purchase order being approved. For example, if you are requesting a bus, you should open a PO as soon as you have the confirmation. All schools create PO's for student transportation – create a blanket PO like you would Market Basket and invoice it throughout the year to avoid having an invoice without a PO. If you have a vendor coming in to do a performance for students, create the requisition as soon as you know they are coming, don't wait for the invoice.
2. We cannot submit an invoice for payment that is dated prior to the PO, the PO is our "promise to pay". Auditing will send the invoice back without a resolution for payment.
3. Please remember to print your approved PO's and send them to Kelly. This helps prevent invoices being held up.
4. As some of you know, the Auditor is paying close attention to what is being charged and where. For example, if you charge services to the textbook account or technology materials to general supplies, he may reject your request. The reason being, textbooks and technology have depreciation values vs general supplies which are typically consumable materials. As a result, when planning school based allocations next year, please know we can expand the categories. Field trip transportation and direct student services (not related to PD) can be charged to Student Activities (in MUNIS) or "Other Exp". We can make adjustments as needed to fit the scopes of all accounts.
5. Budget transfers take time to complete. ALL "SA" budget transfers need to be approved by the School Committee. Once approved, we need the meeting minutes to send to Auditing which takes seven (7) work days from the actual meeting date. Then we wait for Auditing to make the actual adjustment. If/when you need to make an adjustment, please plan ahead and know it takes time.



Food and Nutrition at LPS: Update Week of 3/29/19

- Brooke Garabedian attended the third webinar by DESE: - completing the April Report webinar on Tuesday 3/26/19.
- DESE Updated Policy on Choking Prevention in schools on 3/26/19:
 - Due to their shape and texture, shelf stable, dried and semi-dried meat, poultry, and seafood snacks, as well as popcorn have been added to the list of foods that are not to be served to children under the age of four.
 - Added update to our policy, we do not order any of these items.
- Summer Meal Planning Meeting- We held a meeting with Robin from DESE, Project bread, Merrimack Food Bank staff to discuss working together to provide summer meals to our community.
 - Robin from DESE provided summer regulation updates on timing between breakfast and lunch of no less than 3 hours and 4 hours between lunch and dinner.
 - Reviewed parks in area and expanding to serving dinner at some area sites.
- Breakfast after the Bell Regulation:
 - This regulation states: any type of school breakfast being served after the instruction day has begun will meet the mandate. This includes keeping the cafeteria open during first and second period, serving breakfast in the classroom or serving breakfast at any type of kiosk location that makes the most sense for the school.
 - All of our schools provide breakfast after instructional tardy bell and have breakfast available throughout the morning in cafeteria or main office.
 - All school applications up to date in DESE portal.
- Cooks Round table meeting on Friday 3/22/19
 - Reviewed pest policy
 - Ecosure audits- third party inspector to be inspecting kitchens soon for safe food handling.
 - Complete all logs to ensure safe food handling.
 - Chef Anthony and Jared had a demonstration on length of holding food and its effect on food quality. They also provided samples of roasted butternut and demonstrated how to season and execute recipe.
- 17 school visits were conducted by Aramark to observe meal periods, on the job coaching and meet with principals when possible.

Attachment 3

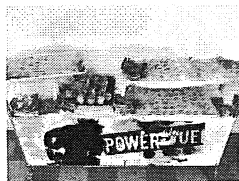


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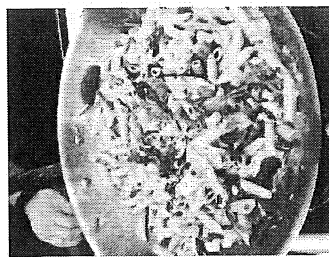
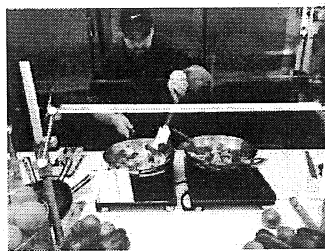
- Brooke Garabedian and Alysia Spooner Gomez attended the second webinar by DESE: Participation in CEP- Maintaining a Master Roster webinar on Tuesday 3/19/19.
- Laura Lee School won the Healthy Start Award on behalf of the Eos Foundation for consistently ensuring 80% of their students ate a morning meal.
- Customer Service Spot light: Shaughnessy Elementary School Food and Nutrition Staff- the cook Amelia Tuck and Karen at lunch walk around the lunchroom and interact with the students. They ask for feedback on the lunch and encourage the students to try vegetables or new entrees. The staff showed great passion for what they served and for their students. One of the students made this sign for them last week.



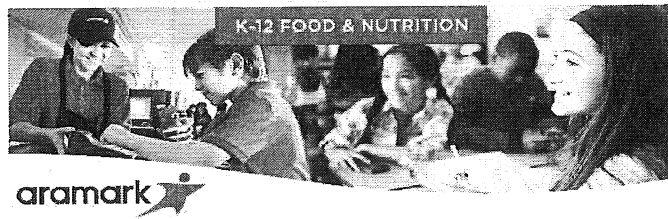
- Food Bank at STEM Academy this week, we served about 100 families. We had great support from STEM academy staff, Aramark Team, STEM and freshman academy café staff and volunteers from Mass Aubudon.
- Our team and three students from the Student Voice group met to discuss food at Lowell High. This was our first meeting to answer some of their questions regarding vegetarian options, meal patterns and menu choices. We had great conversation on understanding the department's requirements for providing a healthy meal and also receiving feedback from the students on menu choices.
- Harvest of the Month Dairy taste testing with Mill city Grows and LPSD at STEM ACADEMY.
 - Samples of Cheddar Cheese and Pepper Jack Cheese.
 - Students preferred Cheddar over pepper jack.
- Breakfast tasting at Butler School- Chef Jared set up a tasting for the students at the Butler to showcase some different breakfast offerings. This was a great tasting to encourage students to eat breakfast at school.



- On Display Lunch at Lowell high this week. Chef's Anthony and Jared made "Not Your Average" macaroni and cheese. Whole grain pasta, fresh spinach and tomato, tossed in a chipotle cheese sauce, you could add on chicken too. We served over 500 meals on this line.



- 18 school visits were conducted by Aramark to observe meal periods, on the job coaching and meet with principals when possible.



Food and Nutrition at LPS: Update Week of 2/22/19

- Completed application for Summer Grant with DESE.
 - 1. Grant applied for:
 - Replacement cooler bags for meal storage at Recreation sites.
 - Marketing and Advertising of summer meals and kick off
- Reviewed two updates from DESE:
 - 1. Regarding new carry over policy.
 - Update: Starting this year you are not to carry over any unused diverted pounds to the next school year.
 - We are on plan to use our diverted product.
 - 2. New products featured on commodity this year, such as:
 - Frozen cherries, oat cereal, cheddar cheese slices and frozen vegetables.
 - When we are completing the 2019-2020 school year state commodity plan we will be adding these to our survey.
- We focused on Lowell High school to market our meals better with the students.
 - We are rolling out to the students our new Instagram page to follow us and hear about new entrees and specials.
 - This week our Fiesta Bean Shaker salad is available in the Grab and Go cooler.
 - March 5th we are tasting new smoothie flavors and our new bento Box breakfast concept.
 - March 13th we have our first POP UP lunch cart featuring Mediterranean Plates.



Follow us on
Instagram

@lhs_food_and_nutrition

Follow us for NEW menu updates and information!

MONTHLY SPED/HOMELESS NUMBERS

	SPED IN DISTRICT	SPED OUT OF DISTRICT	HOMELESS
DECEMBER	963	172	50
JANUARY	993	180	73
FEBRUARY	1013	188	88
MARCH	1043	190	99
APRIL			
MAY			
JUNE			

Attachment 4

FY'19 SLBB

99310301-512907

Budget = \$ 700,000.00
 Xfer = \$ 400,000.00
 Rev Budget = \$ 1,100,000.00

Date	Actual YTD Paid		Projection to 6/30/2019			
	# Employees	\$'s	# Employees	\$'s	Total	Total to Budget
1/15/2019	24	\$ 447,000.00	22	\$ 730,000.00	\$ 1,177,022.00	\$ (477,022.00)
1/28/2019	25	\$ 453,000.00	27	\$ 927,000.00	\$ 1,380,027.00	\$ (680,027.00)
2/28/2019	34	\$ 613,992.00	25	\$ 891,313.00	\$ 1,505,330.00	\$ (805,330.00)
3/28/2019	36	\$ 719,569.66	23	\$ 785,744.00	\$ 1,505,336.66	\$ (405,336.66)

Revised Budget **

Attachment 5

FY19 Puerto Rico USVI Hurricane Relief

In March 2019, DESE began issuing \$15 million in state funding to assist districts serving students from Puerto Rico and the U.S. Virgin Islands displaced by the fall 2017 hurricanes.

DESE allocated these funds based on each qualifying district's fiscal year 2019 foundation budget per pupil. This rate was adjusted by each district's Chapter 70 aid as a percent of foundation so that the supplemental funding reflects the same level of state support that districts are receiving. The adjusted rate was converted to a daily rate by dividing by 180 days.

We assume that each student enrolled as of October 1, 2018 will be enrolled for the balance of the school year so the total days attributed to each displaced student equals the number of days that they were enrolled up to and including October 1 plus the balance of days remaining in the school year not to exceed 180. These students are now being counted in each eligible district's foundation enrollment for fiscal year 2020.

Based on October 1 data, there are 2,011 displaced students enrolled in the Commonwealth, which equals a total entitlement of \$17.6 million. We are prorating this amount by 85.2 percent to stay within the limits of the appropriation.

These funds should be treated like grant funds and deposited in a separate account so that they can be spent without further action on the part of the local appropriating authority. We will also pre-populate these funds in the state grants section of the fiscal year 2019 End of Year Financial Report. While we encourage districts to fully expend these funds in fiscal year 2019, any unspent funds can carryforward to fiscal year 2020.

LEA	Name	Total PR/USVI Headcount as of 10/1/18	Total PR/USVI Membership for Payment	FY19 C70 Aid Share Per Pupil	Daily Rate (Column E / 180)	Preliminary FY19 Payment Calculation (Column D * Column F)	Proration Amount	Total FY19 Payment (Column G + Column H)	First Payment Amount	Second Payment Amount
160	LOWELL	56	9,326	\$9,326	\$52	\$483,180	\$71,328	\$411,852	\$343,210	\$68,642

26